

Application for City of Maricopa Special Event FOOD VENDOR

6th Annual Salsa Festival – Saturday, April 24, 2010

25 SPOTS AVAILABLE
including 10 PREMIUM SPOTS

EVENT HOURS: 5-9 p.m. **SET-UP:** 11 a.m. – 4:30 p.m.
Pacana Park, 19000 N. Porter Rd., Maricopa

PLEASE ATTACH YOUR VENDOR FEE TO THIS FORM TO EXPEDITE PROCESSING. Space is limited with only 25 spots available. It is very important that this form be complete and accurate. If the Community Services Department approves your vendor request form, you will be contacted by March 15, 2010. If you are not approved you will receive your un-cashed check and a letter explaining the decision via the mail. Prior to the event you are expected to attend a vendor meeting to receive your vendor confirmation packet. You are responsible for the information in the confirmation packet and must follow all the rules and regulations in order to participate in the event. The confirmation packet will have details pertaining to set-up times and locations. The confirmation materials specify that you will be held responsible for the clean up of your booth space and could be fined up to \$100 if trash is left in your area or the space/turf is damaged. **Please note the application and fee due dates. If your fees are not paid in full by the given due date, your space will not be reserved and this may result in additional fees if space is still available.** All fees are subject to change at the discretion of the City of Maricopa. By returning this vendor request form you agree to abide by all the rules and conditions set forth by the City of Maricopa. **WE WILL BEGIN ACCEPTING APPLICATIONS ON FEBRUARY 1, 2010. Applications must be received in our office by March 1, 2010 to be considered.**

FEE (non-refundable): See Fee Schedule below and choose the booth size and location that you are requesting.

	BuyMaricopa Zone	Kids Zone	Beer Garden
10 x 15:	<input type="checkbox"/> \$135	<input type="checkbox"/> \$185	<input type="checkbox"/> \$235
20 x 15:	<input type="checkbox"/> \$245	<input type="checkbox"/> \$345	<input type="checkbox"/> \$445

-Vendor fee includes trash removal and \$25 Pinal County Health Department Fee

ELECTRICITY: If you require electricity, there is a \$45 fee for 2 outlets (maximum 20 AMPS). This fee must be included with your payment and agreement. Special electrical needs may be arranged for an additional fee. The City of Maricopa is not responsible for damage to equipment caused by a power surge.

of outlets needed _____ # of amps _____ **TOTAL AMPS MUST NOT EXCEED 20.**

RULES & REGULATIONS

VENDOR SPACE: The City of Maricopa reserves the right to limit food categories for each event. **The City of Maricopa businesses and non-profits** will be given first priority over food vendors from other areas in the county or outside the county. The City of Maricopa reserves the right to relocate booths at any time for the greater good of the event.

PAYMENT FOR VENDOR SPACE: **Payment in full is due by Friday, March 26, 2010.** Any returned check will be charged a \$35.00 fee. Failure to pay the appropriate fee by the due date will result in loss of vendor space.

USE OF VENDOR BOOTH SPACE: No vendor shall sub-lease or share the assigned space. All demonstrations, sales and/or promotional activities, and distribution of merchandise, flyers, and promotional materials shall be confined to limits of the vendor space.

CANCELLATION OF VENDOR SPACE: Vendor fees are NOT refundable under any circumstances.

INSURANCE: All vendors must provide a Certificate of Insurance with liability limits of 1 million naming the City of Maricopa as additionally insured. Note: If you have a general insurance policy for your company please provide us a copy of that. Proof of insurance must be on file in our office **two weeks prior to the event.** If not received by due date (April 9, 2010) your event space will be made available to other vendors. **Mail insurance to: City of Maricopa, Community Services Special Events, PO Box 610, Maricopa, AZ 85139; or fax to: 520-568-9120 Attn: Community Services Department**

HEALTH REGULATIONS: All food, beverage and snack vendors are responsible for being aware of and in compliance with all Pinal County health regulations. Inspectors will be onsite. If you have any questions, please contact the Pinal County Health Department at 520-866-6807.

BUILDING AND FIRE DEPARTMENT REGULATIONS: All food vendors are required to attend the vendor meeting as scheduled to ensure compliance with the City of Maricopa Fire Department and Building Department regulations. On-site inspections will be completed by the City prior to the start of the event.

CITY OF MARICOPA LICENSING REQUIREMENTS: All potential food vendors for any City of Maricopa Special Events must have a valid City of Maricopa business license on file a minimum of two weeks prior to the event date (apply before April 9, 2010). If you are unsure on the status of your business license, please contact the City of Maricopa at 520.568.9098. Failure to present a valid business license will result in loss of vendor space. **No exceptions to this policy.**



45145 W. Madison Ave.
P.O. Box 610
Maricopa, AZ 85139
Ph: 520.568.9098
Fx: 520.568.9120
www.maricopa-az.gov

VENDOR INFORMATION

VENDOR NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: () _____ CELL: () _____ FAX: () _____

CONTACT: _____ EMAIL: _____

ARIZONA STATE SALES TAX NUMBER: _____

All vendors are responsible to submit Arizona State Sales Tax when applicable.

CITY OF MARICOPA BUSINESS LICENSE NUMBER: _____

All vendors are responsible to submit a City of Maricopa Business License number when applicable.

TYPE OF SETUP OR EQUIPMENT USED: (tent, table, cart, trailer, propane, electric, ...)

BOOTHS: If you are approved by the Community Services Department, every effort will be made to provide you with the amount of booth space requested on the application. Standard booth space is 10'x15' and includes only the space. Tents and other equipment including tables, chairs, extension cords, and/or fire extinguishers are the vendors responsibility. **If you require additional space, please specify here. You will be required to pay for as many vendor spaces as your set-up requires.**

SPECIAL SPACE REQUIREMENTS: _____

May result in additional fees. Location and/or placement at the event is determined by the Special Events committee.

WASTE NEEDS: (Check one)

- ☐ Yes, I will have/use grease in my booth and will dispose of it by _____.
- ☐ No, I will not have/use grease in my booth.

PARKING & STAFFING FOR YOUR BOOTH:

Number of loading vehicles _____ (Max 2) Number of on-site staff _____ (Max 6) Number of parked vehicles _____ (Max 2)
Including trailers, parking is reserved to a specific area at the event. Parking passes will be provided and must be displayed in the vehicle at all times. **Any vehicle requiring more than a combined total of two parking spaces in length and/or width requires special accommodation, and must be brought to the attention of the special event staff at the time of application.**

***Please note:** City of Maricopa Special Events draw 8,000 or more participants. Your booth should be adequately staffed to avoid long lines. Remember, these are condensed events. Many event patrons will be arriving at the same time and most will stay for the duration of the event.*

If doing something other than just selling food, what will you be doing/promoting at your booth?

List Menu / Products to be sold (list prices for menu items). You may attach additional pages if needed.

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Any changes to this list after application is submitted must be pre-approved.

VENDOR WAIVER

_____**INITIAL HERE:** I understand that any items not on the Vendor Application or attached list cannot be sold.

I, (print your name) _____ as the authorized agent for the above named organization agree to hold the City of Maricopa harmless for theft of, damage to, loss or destruction of merchandise, materials, equipment, or personal property which I may have on the grounds of a City of Maricopa special event. I also understand that the City of Maricopa will not be held responsible for sales, weather, or other unforeseen revenue losses and does not guarantee revenues or numbers of event patrons. I also certify that the above named organization is in compliance with all State health and tax regulations and if applicable, operations are appropriately permitted by Pinal County. All requests are subject to acceptance by the City of Maricopa Community Services Department and their decision is final. I understand that my signature holds me responsible for the information included in all pages of this request. Any booth cancellations of the event will not be refunded and no negotiations will be made outside of this agreement.

I understand that this is a request form only until signed by a City of Maricopa Special Event staff person. Once this form is signed by both parties it will be considered a binding agreement.

By signing below I agree to abide by the rules and conditions set forth by the City of Maricopa.

VENDOR SIGNATURE: _____ DATE: _____

CITY OF MARICOPA SIGNATURE: _____ DATE: _____

SUBMIT FORM TO: City Hall, 45145 W. Madison Ave. Maricopa, AZ 85139 or

FAX TO: 520-568-9120 or MAIL TO: City of Maricopa, Community Services Special Events, PO Box 610, Maricopa, AZ 85139

For questions please contact:

John Nixon, Director of Community Services
Brenda Campbell, Special Events Coordinator

Phone: 520.316.6966
Phone: 520.316.6963

email: john.nixon@maricopa-az.gov
email: brenda.campbell@maricopa-az.gov

FOR OFFICIAL USE ONLY	
Date Received _____	Rejection: _____
Staff Initials _____	[] Duplication
Notified: _____	[] Theme
	[] Late
Location: _____	Booth #: _____

IMPORTANT: EVENT CHANGES FOR SALSA FESTIVAL 2010

- ☐ This years' event will place BuyMaricopa vendors on the asphalt in the new parking lot south of the expansion fields. All vendors using tents are required to bring their own sand bags, blocks, and/or gallon jugs filled with water to properly anchor their tent. **NO VENDOR WILL BE ALLOWED TO OPERATE IF THEIR TENT IS NOT PROPERLY SECURED.** No stakes will be allowed as the vendor spaces are in the parking lot.
- ☐ Additional seating (tables and chairs) for festival attendees will be located in the BuyMaricopa zone.
- ☐ A limited number of Premium spots are available in the Kids Zone and the Beer Garden. These Premium spots are available at a higher cost than standard booth space in the BuyMaricopa zone. Please indicate your requested location when submitting the application form.
- ☐ Generators will be provided for the fee of \$45. Vendors **MUST** report the need for electricity on their vendor application. No other generators will be permitted.
- ☐ Loading and unloading of equipment will be the **SOLE** responsibility of the vendors. The City of Maricopa will **NOT** have volunteers on-site to assist with unloading and loading. For vendor spaces located in the parking lot, vendors will be allowed to drive vehicles to their booth space to unload/load, provided they are unloading/loading at the specifically designated time for their booth space.
- ☐ Loading and unloading times will depend on booth location. Please see details on map when you are assigned your booth space.
- ☐ **ALL** food vendors **MUST** complete the attached Pinal County Environmental Health Services Application for Temporary Event Food Booth form and return it with their Food Vendor Application. However, if the vendor has a current Pinal County Health Permit and provides a photocopy, they may reduce their vendor fee by \$25.

DATES TO REMEMBER:

- | | |
|--|------------------|
| <input type="checkbox"/> Food Vendor Registration opens | February 1, 2010 |
| <input type="checkbox"/> Application deadline | March 1, 2010 |
| <input type="checkbox"/> Acceptance notification | March 15, 2010 |
| <input type="checkbox"/> Payment due | March 26, 2010 |
| <input type="checkbox"/> Certificate of Insurance due | April 9, 2010 |
| <input type="checkbox"/> City of Maricopa Business License due | April 9, 2010 |
| <input type="checkbox"/> Pinal County Health Permit due | April 9, 2010 |
| <input type="checkbox"/> Mandatory Food Vendor Meeting | April 13, 2010 |
| ○ City Hall | 6 p.m. |
| <input type="checkbox"/> 6 th Annual Salsa Festival | April 24, 2010 |
| ○ Food Vendor Set-up | 11 a.m. – 2 p.m. |
| ○ Final Inspections | 2 p.m. |
| ○ Event Hours | 5 p.m. – 9 p.m. |
| ○ Load out | 10 p.m. |